

**State FY 2005  
Grant Request for Proposals (RFP)  
Fuels for Schools**

**Montana Department of  
Natural Resources and Conservation**

*Do not exceed the space provided*

**I. PROJECT SUMMARY**

**Proponent:**

**Project Name:**

**Amount of Funding Requested:**

**Funding Requested Is What Percentage of  
Project Total:**

**Brief Summary of Proposal (What are you proposing to accomplish with this grant?):**

II. GENERAL PROPONENT INFORMATION	
<b>A. Proponent (Legal Name):</b>	
Mailing Address :	
City, State, Zip:	
Office Phone: Office Fax:	Office E-mail Address:
<b>B. Official Representative</b> authorized to enter into agreements on behalf of the applicant (i.e., superintendent, chairperson, president, etc.)	Name:  Title:
<b>C. Name of Primary Contact Person:</b> (If different from II B. above)	
Title:	
Contact Mailing Address:	
City, State, Zip:	
Phone: Fax:	E-mail:
<b>All grant correspondence shall be mailed to (check one):</b> <b>“A” <input type="checkbox"/> “B” <input type="checkbox"/> or <input type="checkbox"/> “C”</b>	
<b>APPLICANT DESCRIPTION (Check most appropriate description)</b>	
<input type="checkbox"/> School District	
<input type="checkbox"/> Public Institution: <input type="text"/> Type	
Please describe the basic purpose of your organization or a brief description of your community.	

### III. PROPOSAL DESCRIPTION

#### A. Information about the project.

How many tons of wood is projected to be consumed annually?  tons

What percentage of students in your school district are on the assisted lunch program?  %

How long is it estimated to be before the heating system will be operational?  months

What is the estimated percentage of forested land ownership within a 50- mile radius?

Fed  State  Private

Describe demonstrated support from the community:

How many other biomass heating systems are there within an 80-mile radius?

What are the projected annual savings for the facility?

How many potential chip suppliers are in the area?

Please provide any information you have already learned regarding potential suppliers (e.g., who they are, their estimated annual supply, and what sources they expect to obtain material from):

What percentage of the total annual consumption of wood fuel will you acquire from sources that would otherwise be un-used (e.g., piled and burned or chipped and scattered)? Please explain:

How will this project add to or begin development of clusters of biomass customers, especially for wood chips or forest biomass residues, which could support a viable biomass delivery business?

How will this project link to a reduction in local wildland fire hazard, especially in the wildland urban interface?

**C. Provide an overview of your proposal.** If applicable, describe past and future projects tied to your proposal. Include estimated start and completion dates. **Do not exceed the space provided.**

Project Description (How many buildings? How many sq. feet? Type of fuel being offset? Air Quality Issues? How might this project be different than existing biomass heating projects? Etc.):

Background Information (e.g., history of project, purpose, project phases, etc.):

<p style="text-align: center;"><b>IV. PARTNERS</b>  <i>Do not exceed the space provided</i></p>	
<p><b>A.</b></p>	<p>Describe any DNRC and/or USDA Forest Service involvement in the proposed project's development.</p>
<p><b>B.</b></p>	<p>Identify other partners and provide a description of their involvement.</p>
<p><b>C.</b></p>	<p>Describe your plan to recognize involvement of your partners over the long and short term. Examples may include signs, ribbon cuttings, and news releases.</p>

## V. PROJECT WORK PLAN AND TIMELINE

*Do not exceed the space provided*

List the tasks and time frame sequentially, including environmental compliance and public involvement. (The total cost in the Project Work Plan must equal the total cost in the Budget Summary)

Task	Time Frame	Responsible Party	Cost

VI. PROJECT BUDGET SUMMARY					
	Grant Funds Requested	Contributions from other sources (Include in-kind contributions)			
Line Item Expenditure	I USDA Forest Service	II Other Federal Share	III Applicant Share	IV Other Non-Federal Share	V Total Costs (per Line Item)
A. Personnel					
B. Fringe Benefits					
C. Travel					
D. Equipment					
E. Supplies/Material					
F. Contractual Services					
G. Construction Costs					
H. Other (identify)					
<b>I. Total Direct Costs</b>					
J. Percent of Total					<b>100%</b>
<b>NOTE: Column I line J plus II, Line J cannot exceed 50% of column V, line J. A minimum of 50% of the total costs must be contributed from Columns III and Column IV (applicant and other non-federal contributions or programs).</b>					

#### Budget Item Definitions

**A. Personnel Costs:** Include costs for staff positions contributed to the project or planning process. Include only the time directly attributable to the project and/or planning process. Provide estimated total costs for paid staff time. If staff is a volunteer, base costs on a reasonable hourly rate for your area.

**B. Fringe Benefits:** Fringe benefits include employer contributions for social security, employee insurance, worker's compensation, pension plans and similar employee related expenses.

**C. Travel:** Include mileage, lodging, and subsistence for staff and volunteers. Consultant travel costs should be included as "Contractual Services."

**D. Equipment:** Equipment is typically defined as property valued over \$5,000 per item. Include only those items specifically needed for project or plan development.

**E. Supplies/Materials:** Include only those items specifically needed for project and/or plan development. Do not include materials costs for construction projects.

**F. Contractual Services:** Costs associated with subcontracts for consultants, including hourly rates, travel, communication, and other associated costs. These costs may include engineer, design, and/or project oversight costs paid to a general contractor. These may also include fees paid to an independent consultant or facilitator who has been contracted to assist with plan development.

**G. Construction Costs:** Includes landscaping, grading work, construction labor and materials, and other costs related to construction of a facility, road, trail, or other item that are not included in contractual services.

**H. Other Costs:** Any other items, not included above, that are needed for your project or plan development. Other costs may include certain in-kind contributions such as deeded property or titled equipment donated to the project; however, copies of titles or deeds must be included as an attachment to your proposal.

**VII. PROJECT AND/OR PLAN BUDGET (continued)**

*Do not exceed the space provided*

Budget Explanation (if needed):

List sources (column II) of other Federal contributions:

List sources (column IV) of other non-federal contributions (e.g., state agencies, foundation grants, fundraising events, pledges, program income, etc.).

Are any of the funds listed in column IV (Other Share), grant funds coming through a state agency and/or a non-profit entity that are derived from a Federal funding source?

☐ Yes ☐ No If Yes, list the amount, name of organization, and grant program.

Are any of the funds in the budget summary unsecured (i.e., pending approval of a grant proposal submitted to another source and/or pledges not yet received)?

☐ Yes ☐ No

If Yes, list the amount pending, source of contribution, and whether or not you will be able to continue on a modified basis, if the funding is not received. Explain needed modifications.



<b>VII. MONITORING</b> <i>Do not exceed the space provided</i>	
<b>A.</b> Describe the methods you will use to monitor the progress of the proposed project through completion.	
<b>B.</b> Do you agree to implement a monitoring protocol provided by Montana DNRC project coordinator for the first 2 years of your system's operation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>C.</b> Do you agree to keep records and supply information about your fuel sources and efforts to meet the 50% requirement for the first 5 years of your system's operation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>D.</b> Describe plans for operation and maintenance of the structures/improvements completed through the grant. How will the project be sustained?	

## IX. PROPONENT CERTIFICATION

As the *official representative* of the proponent (e.g., school superintendent, president, or chairperson of board), I certify that this proposal was discussed at an official meeting held by the proponent where a resolution or a letter of support was made by the governing body to submit this proposal for funding. The proponent's resources have been committed, as identified in the proposal budget, to complete the project and/or plan. Funding assistance is requested for expenditures not yet incurred.

<b>Name</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

### THE FOLLOWING TO BE COMPLETED BY FUNDING AGENCY

This proposal was reviewed by an authorized grant review committee on (date):

This proposal supports a funding request for action plan development and/or for a project implementation grant. Funding is recommended as follows:

<input type="checkbox"/> <b>Fuels for Schools Grant</b>	<b>Amount of Award:</b>	<b>\$</b>
<b>Approved by (Name and Title):</b>		

☐ **This proposal was not recommended for funding based on the following reasons:**  
Input was provided to the proponent on